

**COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINSTRATIVE STAFF
(VSU UNIVERSITY LIBRARY)
JAN-JUNE 2018**

Name of Administrative Staff: ANDRELI D. PARDALES

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.88	X .70%	3.41
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.88	X .30%	1.46
TOTAL NUMERICAL RATING			4.87

TOTAL NUMERICAL RATING: **4.87**
Add: Additional Approved Points, if any: _____
TOTAL NUMERICAL RATING: _____

ADJECTIVAL RATING: **"O"**

Prepared by:

Reviewed by:



ANDRELI D. PARDALES
Name of Staff


BEATRIZ S. BELONIAS
Department/Office Head

Recommending Approval:


BEATRIZ S. BELONIAS
VP - Instruction

Approved:


BEATRIZ S. BELONIAS
VP-Instruction

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ANDRELI D. PARDALES, Head of the University Library commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period Jan.-June 2018.

ANDRELI D. PARDALES

Ratee

Approved: **BEATRIZ S. BELONIAS**
Head of Unit

MFO NO.	MFOs/PAPs	Success Indicators	Task Assigned	2018 Target	Actual Accomplishment	Rating				Remarks
						Q ¹	E ²	T ³	A ⁴	
UMFO 2 Higher Education Services										
LIBMFO 2	Student Management Services	PI3 Percentage of students who availed of student assistantship at the library Number of student assistants interviewed and applications signed	Technical Work	8 student assistants	18 student assistants	4.5	5	5	4.83	
UMFO 5 SUPPORT TO OPERATIONS (STO)										
LIBMFO 5	Library Services									
		PI1 Percentage increase in the number of resources acquired and made available to students, faculty, staff and researchers	Technical Work							
		A. Number of book jobbers /dealers contacted, communicated for	Technical	4 book jobbers and journal dealers	12 book jobbers and journal dealers	5	5	5	5	

		recommended titles of books and journals	Work							
		B. Percentage of clients - students, faculty and staff, walk-in researchers using library resources	Technical work	92% of clients-students, faculty, staff and researchers availing of library facilities, services and resources	100%	5	5	5	5	
		C. Number of hours spent for annual inventory and housekeeping	Reader's Services	Conducted inventory in two (2) weeks time	In four (4) weeks time	5	4.5	4.5	4.66	
		P12 Number of best library practices on student services implemented								
		A. Number of students given orientation on Library Services	Readers' Services	90% of students and transferees was given orientation	100% of students and transferees was given orientation	5	5	5	5	
		B. Percentage of students, staff given instruction to Library Information resources	Readers' Services	90% students, staff given instruction to Library Information resources	100% of students and transferees was given orientation	4.5	5	5	4.83	
		C. Number of BLIS students trained	Extension Services	10 BSLIS interns	22 BSLIS interns	5	5	5	5	
		D. Number of hours given for extension of library services Number of hours in preparing AACUP documents Deadline of Theses submission	Technical Services	20 hours 2 hours extension	64 1 hour	5 5	5 5	5 5	5 5	
		E. Number of issues of New Acquisitions List reviewed and edited	Technical Services	1 issue per semester	1 issue	5	4.5	4.5	4.6	
		F. Preparation of Bibliographies for: a. Accreditation	Technical work	100% complied	100%	5	5	5	5	


		b. Curriculum Management		100% complied	100% complied	5	5	5	5	
		G. Newsletter Number of issues reviewed and contributed article/s	Technical work	1 issue of newsletter	-	5	5	1	3.66	
LIBMFO 1	Administra- tive and Facilitative Services	PI5 Number of frontline academic services monitored and ensured to be costumer friendly & efficient and citizens charter posted conspicuously								
		a. Number of units monitored	Technical work	4 frontline units	8 frontline units	4.5	5	5	4.83	
		b. Number of library staff supervised and evaluated	Technical work	18 library staff	18 library staff	5	5	4.5	4.83	
		c. Number of vouchers, AREs, monthly reports of project, purchase requests of books journals and other library materials, DTRs, leave applications, OPCR and IPCRs, clearances of students and staff signed	Technical work	300 documents signed	571 documents signed	5	5	5	5	
		d. Number of meetings, workshops, conferences attended	Technical work	8 meetings, workshops, conferences attended	23 meetings, workshops, conferences attended	5	5	5	5	
	Income Generating Services	PI1 10% increase of income generated to support University Projects	Technical work	P 75,000.00	P 629,454.50	5	5	5	5	
LIBMFO 2	Efficient and Customer- friendly Assistance	PI1 Efficient and customer-friendly frontline services	Technical Work	0 complaint from clients served	0 complaint from clients served	5	5	5	5	

OVPI 9- DEVELOPMENT BROADCASTING 7 COMMUNICATION SERVICES

		PI6 Number of student interns supervised and given summary examinations Number of Senior high school students Supervised and given orientation of Library Services, policies ,rules and regulations	Technical work Technical Work	10 On-the -job trainees Four (4) Senior high school students of VSULHS	38 On-the -job trainees from LNU, Tacloban Four (4) Senior high school students of VSULHS	5	5	5	5	
	Extension Services	PI7 Number of linkages/partnership forged	Technical Work	30 International institutions/agencies 10 national institutions and agencies	43 International institutions/agencies 13 national institutions & agencies	5	5	5	5	
		Attended meetings and activities as Execon member of the National commission for Culture and the Arts- National Committee on Library Information Services (NCCA-NCLIS)		Twice a year	Attended quarterly meetings and one(1) special meeting during National book week	5	5	5	5	
		Conducts Gender And Development (GAD) activities		Gave lecture to Library student assistants on physical safety and harassment (NEW)	1 hour lecture on Safety (Physical and harassment)	5	5	5	5	
		Conduct activities during the National Book week celebration		Two (2) activities (book parade, walk thru history)						To be conducted in the month of November
		Participated in the environmental group activities named Basura Run by the Scrambled Legs team of VSU- Baybay		Joined in the cleaning and picking up of plastic wrappers, foil wrappers, bottles and plastic bags of VSU vicinities (New)	Participated 2 clean up drives at the VSU market frontage and waiting sheds.	4.5	5	5	4.83	

TOTAL OVER-ALL RATING		127.07																
Average Rating (Total Over-all rating divided by 26)																		
Additional Points:																		
Punctuality																		
Approved Additional Points (with copy of approval)																		
ADJECTIVAL RATING			4.88															
			"0"															

Evaluated and Rated by:


BEATRIZ S. BELONIAS
Unit Head

Date: _____
1 - Quality
2 - Efficiency
3 - Timeliness
4 - Average

Recommending Approval:


BEATRIZ S. BELONIAS
Dean

Date: _____

Approved by:


BEATRIZ S. BELONIAS
Vice President

Date: _____

Annex O

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January to June 2018

Name of Staff: **ANDRELI D. PARDALES**

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1. Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	(5)	4	3	2	1	
2. Makes self-available to clients even beyond official time	(5)	4	3	2	1	
3. Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	(5)	4	3	2	1	
4. Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	(5)	4	3	2	1	
5. Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	5	(4)	3	2	1	
6. Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	(5)	4	3	2	1	
7. Keeps accurate records of her work which is easily retrievable when needed.	(5)	4	3	2	1	
8. Suggests new ways to further improve her work and the services of the office to its clients	(5)	4	3	2	1	
9. Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	(5)	4	3	2	1	
10. Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	(5)	4	3	2	1	
Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1	
11						
12. Willing to be trained and developed	(5)	4	3	2	1	

Total Score					
B. Leadership & Management (<i>For supervisors only to be rated by higher supervisor</i>)					
Scale					
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2. Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score					
Average Score					

Overall recommendation : _____


BEATRIZ S. BELONIAS
 Name of Head

EMPLOYEE DEVELOPMENT PLAN

January to June 2018

Name of Employee: **ANDRELI D. PARDALES**

Performance Rating: _____

Aim: *To extend services to the neighboring community*

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step:

Result:

Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

To pursue plan of extending services to the barrio.

Prepared by:

[Signature]
BEATRIZ S. BELONIAS
Unit Head

Conforme:

[Signature]
ANDRELI D. PARDALES
Name of Ratee Faculty/Staff